

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
MDOC Central Office
Helena, MT
February 7, 2017
1:00 p.m. to 5:00 p.m.
Minutes**

Roll Call –MCE- Gayle Butler, CCC- Warden Douglas Fender, DCCF- Warden Tom Green, GFRP- UM Travis Harris, MSP- Warden Leroy Kirkegard, Directors Office – Pat Schlauch, Chairman, Pat Smith

Via vision Net/Skype- Kari Kinyon, Warden Douglas Fender, Warden Tom Green, Laurie Mills, Associate Warden Deborah Powell,

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting,
Moved to approve the minutes - Warden Leroy Kirkegard
Seconded the motion – Warden Tom Green
All approved

Welcome and introductions.

In addition to the above people, the following were present – Colleen Ambrose, Chris Briscoe, Demetric Godfrey, April Grady, Kiela Harris, Robert Lishman, Jennett Lord, Michelle Steyh, Ted Ward, Kim Winkle, Connie Winner.

Reposted correction in May minutes about RIC accepted.

Legislative and Management Team Updates – Director’s Office - Pat Schlauch

Executive Action for MDOC budget is on February 9, 2017. The Department is working on the County Jail Hold population. At this point, the Governor’s budget has been cut by one million dollars each year for the next two years. In addition, the budget was reduced by an additional 2% vacancy savings. A decision package is requested in the budget to increase the average daily population for county jail by 125 beds. The base budget is for 250 ADP. The increase over budget for the County Jail Hold population has put DOC into a supplemental situation

The Companion Bill SB95 will freeze the rates at our contract facilities at the November 2016 rates. The legislature has decided to table this bill for now. House Bill 230 that deals with CJH rates has a \$2.1 million fiscal impact to the DOC budget and is still in committee. HB302 which would increase the number of bed days that DOC would have to pay, would start counting the offenders as soon as the offender is picked up for his new crime, currently it is after sentencing. This bill has passed the first committee and would have an annual fiscal impact of \$21 million.

Warden Kirkegard wanted to tell the Budget department thanks for keeping up with all the legislature stuff and fiscal notes.

Division Updates –Warden Leroy Kirkegard

MSP has been focusing on the numbers of offenders waiting to come into MSP. The department has been working on the overcrowding in the jails. The MSP hold is at 195 offenders and our current MSP population is 1522. Part of LHU2 at MSP was converted into temporary housing for inmates waiting to go to the low side of the facility. Associate Warden Wilson will be preparing our case managers to focus on the high-risk offenders and reentry. MSP has 8 officers that have become security techs to help in the units. MSP is currently short 30 officers. MSP might be in jeopardy of losing even more officers due to a company that is going to remove the slag over by Anaconda.

Unit Manager Shelly Steyh said that the MDIU daily populations have been 175 to 185. The problems that MDIU runs into is that we have a lot of STG offenders returning, which has turned into lots of fighting among the offenders. MDIU has some new line staff, case manager and four new sergeants. This should help move the offenders through MDIU more efficiently.

Warden Kirkegard asked if there were problems with mental health and medical. UM Shelly Steyh said that medical and mental health have been doing great and are fully staffed now.

E Training – Ted Ward

Through the last couple years, we have been able to update and track what each person has taken for training within the department. The department has started to utilize online training to help with the cost of training. In the past, not many employees used the online training. The last couple years it has exploded with over 400 students signing up for training hours. The Professional Development Department owns the rights to this system for ninety-five dollars per year. The cost of the training is about 7 cents for each staff member that takes the online courses. Training wants to also bring this to the regional facilities. The site currently offers 40 courses that you can take online. Any training that is coming up is put on the training calendar. Most of the courses are post certified now. The site is www.mtcdep.com. Be sure to check with your supervisor to make sure it is okay prior to signing up for an online course. The courses are short. This helps staff to retain what they are getting trained on. At the end of each training you will be able to print a certificate. Currently there is 660 users across the state. Contact Ted Ward if you have any questions at tward@mt.com

Currently it is only for state employees, but will be offered to the regional facilities. All it takes is for each Administrator to contact Ted Ward at 406-444-4934. The employees at Dawson County will still have issues. Warden Green asked if there was anything he could do to help the process? Ted said that the department could enroll them manually for the time being and it should work.

Discussion of medical related canteen items – Connie Winner & Travis Harris

Connie wanted to know if there was anything that we could do about reading glasses for the offenders. UM Shelly Steyh stated that they do not give them to offenders in MDIU. Pat Smith asked if they could be added to the canteen. The only thing is this might not be as cheap as the donations some facilities have or buying them at the dollar store. There also may be security concerns. Demetric Godfrey says that at the GFRP they run into a lot of problems with this. Colleen and Connie don't think that it impacts their day to day activity enough to be an ADA issue. Pat Smith suggested that they could research this more and relook at it at the May meeting. Gayle Butler agreed to research it and get back to the group at the next meeting.

Travis Harris then asked if we could look at getting a hypoallergenic deodorant on the canteen list. Gayle stated that they only have two brands on canteen now, that if this is to be done they should look at adding one, not taking away one of the deodorants. Gayle said she would recommend to add one hypoallergenic underarm deodorant. Warden Green, Warden Fender and Warden Kirkegard and Travis Harris all agreed that they should add a hypoallergenic deodorant to canteen. All agreed and Pat Smith said that MCE could add it to their canteen list.

Gayle informed the committee that at the Work and Reentry Center the offenders must use finger toothbrushes. MCE is requesting that the WRC offenders are allowed to have a full-size toothbrush. Demetric Godfrey said the one problem that

GFRP runs into is that when the inmates are transported elsewhere, it is not taken from the offender. Pat Smith asked if MCE could just supply the offenders with the toothbrush at the WRC instead of adding it to the property list. Warden Kirkegard suggested the short travel ones, he has some concerns about the full-size tooth brushes. Warden Fenders concern was keeping the property consistent across the board. MCE has supplied the full-size toothbrushes at the inmates' work sites outside of the facility. Warden Kirkegard stated we need to make sure when the offender is getting rolled up they are not allowing those to go inside the facility. It was decided to leave this canteen object the way it is on the list for now.

Roundtable Discussion on Inmate/Facility Issues

DCCF- Warden Tom Green

Warden Green stated DCCF is still having staffing issues. Dawson County will now have a part-time Licensed Addiction Counselor. LAC's from the WATCH program will help fill this void at the Dawson Correctional Center Facility.

CCC- Warden Douglas Fender

CCC is currently vacant 8 officers. Sarah Phipps has left CCA to go back to Idaho. Joe Henson is the new Chief of Unit Management. Joe was in the military for 20 years. He plans on staying in this position for a while.

Legal- Colleen Ambrose

Robert Lishman will be at Helena MDOC on March 15, 2017 at 10:00 a.m. for some Lexus Nexus training. The regional prisons might be able to view this training by skyping in, please contact Robert if you wish to be included. Colleen also stated that her and Pat Smith are working on a different media format for the Lexus Nexus system.

Medical – Connie Winner

Benefis is no longer providing care to offenders statewide. Connie stated they are working on this problem, especially in the Cascade facility. Warden Kirkegard asked if the dental office is up and running at the Cascade facility. The dental office should be up running there shortly. Pat Smith said that they are dealing with the final snags and they will be done in the coming weeks, hopefully.

MSP- Warden Leroy Kirkegard

MSP is still down 30 officers. Over the holidays we had a boiler go out, but it did not take too long to get things up and running again.

MCE-Gayle Butler

MCE worked with the highway patrol to bring the drug dogs in and go through the Industries and the Work Dorm, nothing was found. If the highway patrol does this in the future with the rest of the facility, they would like an agreement or a MOU. Colleen suggested to the Dawson County Correctional Facility to get in touch with the highway patrol in Glendive and they might be able to do something similar.

Fiscal – April Grady

April let everyone know that that we are moving along with the inmate phone RFP and will be having live demonstrations by the vendors for the next few days at MDOC.

IWF accounts & global fund updates, funding reviews, and new business – Chris Briscoe

Chris stated that we are about 6 ½ months through and she does not see any concerns.

As of January 31, 2017, we have spent \$20, 300 on rent and \$4,250 on treatment from the Global fund. Collen asked how many offenders this has impacted? Chris stated that 50 offenders have been assisted.

IWF Requests

MSP-Warden Leroy Kirkegard

The request is for free weight equipment on the low side per agreement in a lawsuit. for a total of \$15,000.

Colleen Ambrose asked if it was going to affect the Work Reentry Center. Gayle Butler said that she handles getting the equipment for the Work Release Center. April Grady offered to help with the process of getting all the approved paperwork. Warden Green had concerns if paying for it all at once would hurt that budget. He also thought it might be better to have a replacement schedule over time. Pat Smith stated that Warden Green brought up some good questions. After some discussion, most thought it would be better to just buy it all at once. Colleen also agreed just to pay for this in one chunk. It was decided to approve it to be purchased in one installment.

Move to approve the motion -Gayle Butler motions to approve all in one payment.

Second the motion – Warden Leroy Kirkegard

Everyone Approved

MSP-Policy Issues

Warden Kirkegard said that he has recently had questions from the IPPO's about release funding. We had an offender in another state on an interstate agreement. The question was, is he was eligible for our assistance? The offender was at our facility for 8 years before he was sent out of state. UM Shelly Steyh stated that the offenders are still ours. Warden Kirkegard, Warden Douglas Fender, Warden Green and Travis Harris all agreed that we should assist the offender. April Grady announced that it is how the interstate compact works. Everyone agreed that inmates out of state should be allowed to get IWF assistance if they meet the other requirements.

Another question was asked to see if we could start giving offenders bus ticket and gate money. One of the reasons this was changed in the first place was the offender would spend the whole amount of money on his first stop, and not always make the best choices. Warden Fender stated from their point of view for example if they left with \$105 and the bus ticket was \$85 the offender would get the difference. Laurie Mills agreed with Warden Fender. Pat Schlauch stated that it could possibly increase our budgets. Pat Smith stated that it would affect the IWF budget.

It was agreed by all to keep it the way it is currently and make no changes.

GFRP- Travis Harris 2 requests

Mr. Harris did not have his request fully ready to go but wanted to let everyone know what they are and then he will send the requests to Pat Smith when they are fully prepared. Pat agreed to send them out for an e-mail review and vote when he gets them.

The first request is for an exercise bike that the offenders are requesting. The cost is \$2000.

The next request is for a purchase of a treadmill for \$6999.

When formally received it will be put out for a vote.

LEXUS NEXUS Request

Colleen Ambrose and Pat Smith informed, as well as someone from IT, met with Lexus Nexus staff about the possibility of a secured internet access for the system. Pat Smith has been working with the IT department and met with each facility to see what they would need for the new Lexus Nexus system. All the Lexus Nexus computers will be replaced with new equipment.

Pat said the regional facilities will get a new computer, monitor and printer for each facility, CCC will get two new computers, monitors and a printer. MSP will replace all old equipment and add a few extras. MWP will only need the computers and monitors replaced. There will also be two extra external drives purchased for backups for the system.

We may need to replace jacks and lines for each facility, but will not know which ones until they review this a little more. Pat built extra into the proposal just in case. The system information would then be updated constantly instead of every quarter. There will also be some extra information for the inmates on the new system.

Colleen stated that the best part of this is that our IT department and/or the Lexus staff will be able to work on the computers remotely when there is a problem. Until now Pat Smith has had DJ Godfrey updating the computers when he is at each facility, and there has been quite a few issues. The offenders will get to vote on approving it or not, but they should go along with it as it will benefit them greatly and if not we are not required to do this. The prison Wardens can also still override it if necessary. Another piece of this is that the new inmate phone providers may also have options to carry the Lexus Nexus on such equipment as kiosks so we may need to adjust this proposal overall as we finalize all of that too. The timing is good on all of it.

Total for this request is \$26,017.

Motion to approve – conditionally, Warden Leroy Kirkegard

Second the motion Warden Douglas Fender

All approved

Pat Smith had a few closing items.

He sent out the RIC minutes and there were some minor changes, nothing that needed PIB approval.

Candyce Neubauer asked, via Pat Smith, if the facilities receive legal mail for offenders that have left, to please send it back out the day that you receive it. This is so that the offenders can receive it in a timely manner.

Some of our policies and procedures will be changing with the settlement of a lawsuit. It might affect the regional prisons. We will incorporate some new language in the policy and procedures. This will affect the Locked Housing Units.

Public Comment Period- None Present

Other Security/Confidential issues if needed

The next PIB meeting will tentatively be set for May 23, 2017 at the Dawson County Correctional Facility.